
Guidelines for Coastal Zone Management §306 Planning Grants

Planning Year: July 1, 2002 to June 30, 2003

**Completed and signed applications to be postmarked or
delivered by 4:30 P.M. Monday, February 4, 2002**

**Washington State Department of Ecology
Shorelands and Environmental Assistance Program**

This document is available electronically at
<http://www.ecy.wa.gov/programs/sea/grants/czm/intro.html>
under the "Ecology Grants and Loans Programs"

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**Guidelines for Coastal Zone Management
Section 306 Planning Grants
2002-2003 Grant Cycle**

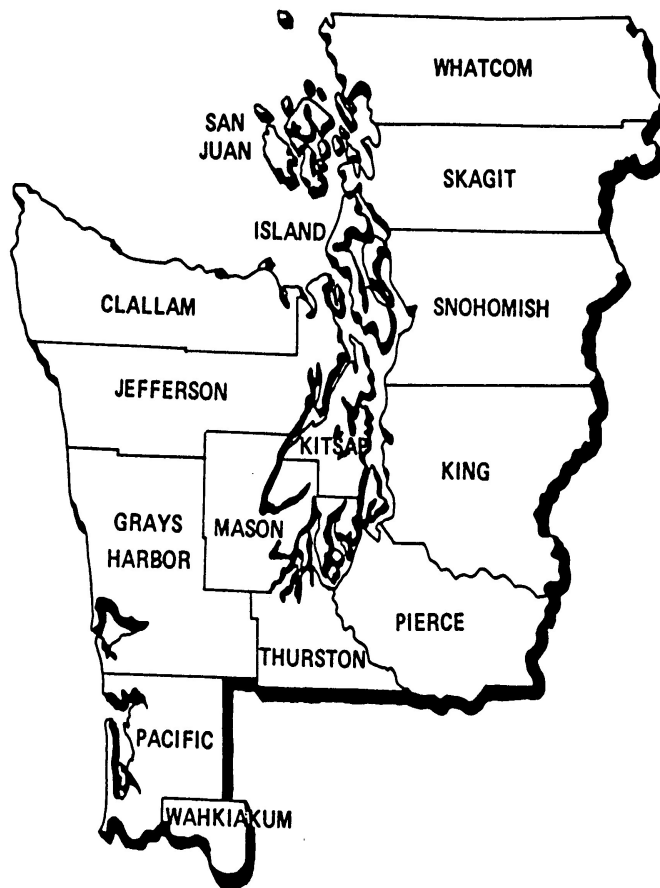
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Coastal Zone Management §306 Planning Grants

These guidelines are prepared for selecting and administering coastal zone projects funded under Section 306 of the federal Coastal Zone Management Act of 1972, as amended through 1996. They are written to meet the requirements imposed by both federal and state law and to provide the Shorelands and Environmental Assistance Program priorities for use of these funds. (For acquisition and construction projects, see separate guidance for §306A projects.)

Note: The CZM Program is subject to Congressional actions and funding appropriations.



Eligibility

Within Washington's 15 coastal counties, primary consideration is given to city and county jurisdictions on marine shorelines who participate in the National Flood Insurance Program.

The project sponsor must be a governmental agency. Participation by non-profit groups is limited to those situations in which the project rests with a local government and the local government is willing to assume responsibility for the project.

Projects relating to environmental mitigation work required by a permit are not eligible for funding.

Size of Projects

The state share of an individual CZM §306 planning project is generally in the range from \$5,000 to \$20,000.

Contract Period

The Coastal Zone Management grant program is annual beginning on July 1 and generally running through June 30 of the following year.

Endangered Species Act

Due to the Endangered Species Act (ESA) listings of salmonids in Washington's waters, CZM grant applicants must determine whether or not their proposed projects will affect salmon. In the course of planning a project, applicants should identify all potential impacts to salmonids and describe the mitigation measures that will be taken to avoid, minimize, or compensate for those impacts. CZM 306A small construction projects will receive the most scrutiny in this regard. For these projects, Ecology has provided the "ESA Listed Salmonids Checklist / Mitigation Strategy Form" as part of the 2002-2003 application packet. Any 306A small construction project with potential impacts to salmonid species listed under the ESA will require completion of this form to document how identified impacts will be mitigated. Failure of an applicant to disclose impacts, or demonstrate adequate mitigation for impacts, will result in delays or disqualification for funding.

2002-2003 Project Categories

■ Baseline information

Example: Planning projects that serve to fulfill shoreline and floodplain inventory needs. These inventories, while focusing on the shoreline may include information on a watershed basis or other geographic factors such as associated wetland areas and 100 year flood plains.

■ Data linkage projects

Example: Shoreline electronic data linkage projects between Ecology's Shorelands and Environmental Assistance Program and a local government which would increase efficiency and service regarding permits, plans, or baseline data.

■ Education and information

Example: Projects designed to increase the public's understanding of the shorelines and the natural processes including wetlands, biology, coastal erosion, floodplain management, nonpoint pollution,

watersheds, fish and wildlife habitat, as well as shoreline management policies, regulations, the permit and enforcement processes, etc.

■ **Facility Siting Analysis**

Example: Analysis of major coastal facility siting proposals (such as hydropower) which, because of their unusual size or location, have regional or statewide resource implications which strain a local jurisdiction's ability to address.

■ **Innovative Projects**

Example: Innovative planning projects that could be used as models by other local jurisdictions such as restoring a wetland for increased functions and values.

■ **Preservation / Restoration / Pollution Prevention**

Example: Planning projects designed to preserve or restore a wetland or shoreline such as riparian corridor restoration (biotechnical streambank stabilization projects), lake waterfront, unstable bluffs or slopes, etc.

Planning projects designed to prevent pollution such as development of a stormwater management plan.

■ **Public Access**

Example: Master planning for a wetlands interpretive trail/walkways and signs for public recreation.

■ **Scientific Research/Monitoring**

Example: Coastal erosion study/bluff monitoring; or,

Monitoring of voluntary wetland restoration efforts and evaluating success rate of methods/materials.

■ **Shellfish Protection**

Example: Planning projects that include review of issues effecting the health of shellfish beds including nonpoint pollution, methods for upgrading and prevention of pollution.

■ **Shoreline Master Programs**

Resource Analysis

Example: Shoreline resource analysis and inventories that would lead toward an integrated SMP and local critical areas ordinance, including:

- aquifer recharge areas;
- beach and dunes management provisions;
- fish and wildlife habitat conservation areas;
- flood plains;
- geologically hazardous areas;
- shellfish growing areas;
- shoreline environment and critical area mapping and redesignation;
- wetlands.

Integration Analysis

Example: Analysis of components common to the SMP, comprehensive plan, and critical areas ordinance, aiming toward compatible policies and procedures addressing:

- analysis of SMA/GMA integration and implementation opportunities;
- development of GMA Comprehensive Plan policies addressing shoreline management issues;
- public access policies and regulations;
- shoreline vegetation management strategies;
- waterfront revitalization policies and standards;
- permit administration and enforcement including adoption of civil fine procedures;
- integration of comprehensive flood hazard management plans and shoreline master programs.

Partnership Project

Example: A working model on SMA/GMA Integration. Such projects will implement regulatory reform objectives integrating GMA Comprehensive Plan/development regulations and shoreline master programs.

■ **Site Planning and design**

Example: Planning projects for waterfront restoration, interpretive centers and similar facilities.

■ **Watershed Planning**

Example: Projects designed to review issues and create plans for improved management on a watershed/wholistic basis which ultimately effect the shoreline including issues such as floodplain management, multi-jurisdictional cooperation, streambank stabilization, fish and wildlife habitat enhancement, non-point pollution control, wetlands preservation, etc.

CZM funds often provide seed money for planning/design or permit acquisition to get projects off the ground. Once designs are completed, local governments can get backing for construction from other grant programs, private money, or local revenues.

Whenever possible, local jurisdictions are encouraged to coordinate between their planning and public works departments, particularly in regard to flood hazard management. Note: As part of Washington State's efforts toward recovery of declining fish populations, Ecology will consider how a CZM proposal benefits or supports fish recovery in selecting projects.

Project Evaluation

Project applications will be evaluated by a cross section of Shorelands' staff. Representatives from Washington Sea Grant, the Washington State Department of Community, Trade and Economic Development, the Washington State Association of Counties and the Association of Washington Cities and other Ecology water programs are invited to attend the evaluation meetings to lend their perspective on prospective local projects. Because requests usually exceed available funds, some proposals may not be funded. Additionally, only selected components of a proposal may be funded in some cases.

For the 2002-2003 grant round, projects will be evaluated on:

- anticipated benefits to the marine environment compared to cost;
- statement of need based on responses to questions in the application;
- comparative merit; and
- availability of other funding sources

Ecology also evaluates proposals based on an assessment of the proponent's ability to implement the proposal. To make this assessment, Ecology will consider:

- Is the proposal clearly organized and easy to read?
- Does the proposal have clearly outlined goals and objectives that will result in its success?
- Are project timelines realistic?
- Does project staffing meet project needs?
- Are consultant services anticipated?
- Does the project budget realistically meet project needs?
- Have deliverables been adequately addressed?

It is our goal to notify applicants by phone as to the disposition of proposed projects and funding allocations by mid April 2002. Written notification will follow. If necessary, details of scope of work will be further negotiated. The applicant's final scope of work must be submitted within three weeks from the date of written notification of grant award by the Department.

Match Requirements

All Coastal Zone Management grants are funded up to 50% of the project cost. The remaining funds must be supplied in the form of local match. Local match **cannot** have a federal source. Match can be in:

- **Cash** (such as salaries and benefits paid to staff, consultant services, etc.), or
- **Donated (in-kind) services** such as citizen time volunteered on an advisory council and interlocal match (services/equipment/goods) contributed to the project by another governmental entity through a valid written agreement between the two local jurisdictions. These contributions must be approved by Ecology prior to a grant agreement and thoroughly documented on forms provided by the Department.
- Other awarded **state-funded grants** such as Flood Control Assistance Account Program, Centennial Clean Water Fund, Interagency Committee for Outdoor Recreation, Department of Community Trade & Economic Development - GMA, etc.

Geographical Information System (GIS) Coordination

If the proposed project involves developing GIS data, the Recipient will be required to coordinate with Ecology's GIS office in an effort to promote compatibility and to encourage sharing of geospatial data. To facilitate data sharing, the Department utilizes the following standards:

Ecology's GIS Standards	
ESRI's ARC/INFO	Current version
ESRI's ArcView	Current Version
Horizontal Datum	NAD 27
Vertical Datum	NGVD 29
Projection System	Lambert Conic Conformal
Coordinate System	WA State Plane Coordinates
Coordinate Zone	South
Coordinate Units	Feet
Accuracy Standard	+/-40 Feet (1:24,000) minimum accuracy to within a foot of the true North American datum system
Vector Import Format	ArcExport, DLG and/or DXF, shapefiles
Raster Import Format	TIFF, BIL/BIP, RLC, GRID, ERDAS

Whenever possible, a CZM grant recipient is encouraged to utilize the standards listed above when compiling data. To discuss the usage of other standards, please contact Joy Denkers, Ecology's GIS Manager at 360 407-7128; Fax: 360 407-6493; E-Mail: iden461@ecy.wa.gov for further data sharing and compatibility information.

As a deliverable or grant product for GIS work, the Recipient will be required to submit copies to Ecology's Project Officer of complete documentation as it relates to all digital data, GIS coverages, shape files, related tables and map products.

Development of the Scope of Work

Coordination with Ecology's Project Officer

Based on experience, we have found that it is in the best interest of both the Recipient and the Department to have good coordination on all projects. This not only serves for technical assistance on the project it also helps to avoid or mitigate problems. It also ensures the best use of time, effort and funds for both parties. We have therefore built into each grant agreement a "project coordination" component (*see Task 1 of the preliminary Scope of Work*).

A sample scope of work for a planning project is provided in this packet to assist in application development.

Project Scope of Work

When developing the scope of work, **be concise** but provide enough details for a fair evaluation. We will need to know the "who, how, what, when, where" of each task within your project. For instance, if a wetlands education project is being considered for funding assistance, tell us:

- Targeted groups (school age, adults, development community, etc.)
- Methods of presentation: (teachers, speakers, videos, field workshops, etc.)
- Subjects covered (wetlands overview, wetland specifics, regulations, ordinances, etc.)
- Location of training (schools, field workshops, etc.)
- Schedule of training
- Types of training (curriculum, conferences, workshops, field workshops, etc.)
- Training materials to be developed (videos, slide shows, brochures, etc.)
- Public service announcements
- Product: Summary of qualitative and quantitative results of the program.

Should you have questions regarding potential coastal zone projects or need assistance in developing your scope of work, we encourage you to contact Shorelands staff listed on page nine of these guidelines.

Budget Preparation

For a Section 306 planning project, it is important to establish the budget so that all costs necessary for project completion are considered. Reimbursable costs include salaries/benefits, consultant services, supplies, travel, communication (project chargeable telephone, postage, etc.), equipment, and (bulk) copying, indirect and in-kind (voluntary services such as advisory council services which are based on \$12.50 per hour per council member.)

The indirect rate cannot exceed 25% of salaries/benefit costs. This rate covers space utilities, miscellaneous copying, telephone, motor pool, janitorial services, records storage, rental, fiscal and legal services, etc.

In the application, we ask for a budget matrix. This "working budget" will better enable us to evaluate your project and determine cost ceilings for items such as consultant services and under what task they will be utilized. In the grant document, a one-line budget based on total project cost is used for greater flexibility. Please see the budget matrix in the "SAMPLE" provided in this application packet.

Section 306A small construction projects require a budget breakdown by materials with the federal share and local match separately identified. Please refer to page 7 of the CZM §306A Guidance and the "306A Sample" for examples.

Please note the following:

- Contingency costs are not allowed
- There will be no retainage held on any grant

For any equipment purchase of \$500.00 or more, the recipient must request in writing purchasing concurrence from the Department before the equipment is purchased. The Department then responds in writing to the recipient's request.

Please contact Bev Huether by e-mail: bhue461@ecy.wa.gov or phone: 360-407-7254 with questions regarding budget preparation.

Grant Award Viability

To maximize the use of funds, the Shorelands and Environmental Assistance Program routinely redirects any unspent CZM funds from defaulted projects to other eligible projects. Defaulted projects are not uncommon due to lack of matching funds, change in priorities, change in staff, permitting difficulties, etc. To allow time for funds to be reprogrammed, defaulted projects need to be identified as early as possible. Therefore, a CZM grant award will automatically be considered viable up to February 1, 2003. If a grant agreement has not been duly executed (signed by both parties) by February 1, 2003 and a good faith effort demonstrated towards meeting project goals (documented through semi-annual progress reports), the grant award may be rescinded at Ecology's discretion and funds reprogrammed to other jurisdictions.

CZM Staff Contacts

CZM staff share the commitment to providing technical assistance to recipients through a partnership approach. This concept applies to prospective applicants. By speaking with applicants directly on their individual projects, staff gain a better understanding of the intended project and can field questions during the evaluation process. **We strongly encourage you to contact our CZM staff whenever we can provide assistance on flood related issues** - from pre-application stage to project completion; from technical to grant administrative questions.

Staff Contact	Ecology Region	Phone	Technical Expertise
Ann Boeholt	Southwest	360-407-6221	Wetlands
vacant	Northwest	425-649-7139	Flood Plain Management
Doug Canning	Headquarters*	360-407-6781	Sea Level Rise
Steve Craig	Southwest	360-407-6784	Watershed Planning
Randy Davis	Southwest	360-407-0242	Comprehensive Shoreline Planning
Bob Fritzen	Bellingham Field Office	360-676-2199	Comprehensive Shoreline Planning
Bev Huether	Headquarters	360-407-7254	Grants Administration
Perry Lund	Southwest	360-407-7260	Wetlands
Susan Meyer	Northwest	425-649-7168	Wetlands
Alice Schisel	Northwest	425-649-4309	Comprehensive Shoreline Planning
Hugh Shipman	Northwest	425-649-7095	Coastal Geology/Coastal Erosion Technical Assistance
Peter Skowlund	Headquarters	360-407-6522	SMP Guidelines/SMA/GMA Integration Issues
Jo Sohneronne	Southwest	360-407-6399	Comprehensive Shoreline Planning
Dan Sokol	Southwest	360-407-7253	Flood Plain Management
Jeff Stewart	Southwest	360-407-6521	Comprehensive Shoreline Planning
Erik Stockdale	Northwest	425-649-7061	Wetlands Specialist
Sarah Suggs	Northwest	425-649-7124	Wetlands
Joan Velikanje	Northwest	425-649-4253	Comprehensive Shoreline Planning
Barry Wenger	Bellingham Field Office	360-738-6245	Comprehensive Shoreline Planning

*Headquarters = all 15 coastal counties; Northwest = Island, King, Kitsap, San Juan, Skagit, Snohomish Counties; Southwest = Clallam, Grays Harbor, Jefferson, Mason, Pacific, Pierce, Thurston, Wahkiakum Counties; Nooksack = Whatcom County


CZM 306 SPECIAL TERMS & CONDITIONS

A. Coastal Zone Management Provisions

1. **Planning Area:** The services under this grant will be provided in connection with and respecting the following areas, herein called the "ADMINISTRATION AREA":

The administration area of the coastal zone management program shall include all those saltwater and tidally influenced shorelines of the state defined in the Shoreline Management Act of 1971, and designated in Chapters 173-18, 173-20, and 173-22 WAC for all the incorporated and unincorporated areas of the city/county, plus those fresh waters which could have a direct and significant impact on coastal waters.

2. **Identification of Project Materials** - All reports, maps, and other documents produced as part of this grant agreement shall carry the NOAA logo, the name of the RECIPIENT, Ecology's grant number (in the upper right hand corner), title, the specific task number of the product and date centered on the front cover or title page (or in the case of maps, the block which contains the name of the Government unit or Department) and acknowledgment of the source of funding as follows:

County or City Name Grant No. G02000 _____	
Project Title Task Title Task Number Date	
	<small>This report was funded in part through a cooperative agreement with the National Oceanic and Atmospheric Administrator</small> <small>The views expressed herein are those of the author(s) and do not necessarily reflect the views of NOAA or any of its sub-agencies.</small>

"This (report, paper, newsletter, etc.) was funded in part through a cooperative agreement with the National Oceanic and Atmospheric Administration."



The National Oceanic and Atmospheric Administration logo must accompany the acknowledgment.

NOTE: If the paper or report is intended for public distribution, the following disclaimer must be included:

"The views expressed herein are those of the author(s) and do not necessarily reflect the views of NOAA or any of its sub-agencies."

See "Format for Products" under Ecology Provisions, Special Terms and Conditions.

3. **Responsibilities of the Project Coordinator:** The RECIPIENT's Project Coordinator shall be responsible for the procedural obligations under this agreement in addition to his/her duty to coordinate the planning effort hereunder. He/She shall cooperate with all parties concerned in every way

possible to promote successful completion of the services described in the Scope of Work

4. **Matching Requirement:** A minimum local match ratio of 1:1 or 50% is required. The match can be in cash (such as paid staff costs) or in-kind (donated) services (such as citizen volunteer time). Any non-federal grant source (which is not already being used as match) can be utilized. This includes grant funding from the Growth Management Act, Centennial Clean Water Fund (CCWF), Flood Control Assistance Account Program (FCAAP), Aquatic Lands Enhancement Account (ALEA), etc. which directly relates to the CZM project. The source of local match must be identified in the application i.e., cash match from the jurisdiction's general fund or in-kind (donated) service(s) (valued at \$12.50 for most services) and the nature of the donated service(s).
5. **Publications and Brochures:** Any publications or brochures required as a product of this agreement shall conform to minimum standards of size, 8-1/2" x 11" white, recycled paper equivalent in weight to 20 lb. bond, single spaced, printed both sides, no less than 1" margins. Photos, illustrations, and graphs must be of reproducible quality. The Recipient shall comply with any additional specifications as may be outlined in the Scope of Work.
6. **Documents:** The Recipient shall provide the Department with copies of all documents produced under the terms of this grant as specified in the scope of work.
7. **Project Completion Requirements:** On completion of the project, the Recipient's Project Coordinator shall submit the following information and materials to the Department:
 - a. **Project Completion Report:** The purpose of this report is to document that the project and each of its tasks has been completed. The project completion report contains the following documents:
 - (1) **Summary Account** - The Completion Report must include a brief summary account (approximately 200-300 words) of the work accomplished under the /grant with respect to each of the surveys, studies, plans, and other planning activities listed in the grant or any amendments to that grant. It is also to include a notation of the exhibit or portion thereof containing the project of that work element.
 - (2) **Reports, Maps, Plans, Exhibits, Etc.** - The Completion Report must include a list of all reports, maps, plans, and other documents prepared under this grant, indicating for each whether it is in published or unpublished form as defined in the grant.
 - (3) **Abstract** (if applicable) - Every published report under this grant and any other material which is of exceptional interest, as determined by the Department, must be represented in the Project Completion Report by an abstract on the first page after the cover of the Completion Report. The abstract of each publication must first indicate the outstanding purpose of the publication and then briefly

summarize that publication. In addition, the abstract must conform to the format included in subsection (4) below.

(4) Format of Abstract

- 1 - Title
- 2 - Author(s)
- 3 - Subject
- 4 - Date
- 5 - Name of Department and participating localities
- 6 - Source of Copies
- 7 - Ecology Project Number
- 8 - Series Number
- 9 - Number of Pages
- 10 - Abstract

- b. Submittal of Project Materials: Three (3) copies of each report, map, plan, or other documents (work products) prepared under this grant shall be submitted with the Project Completion Report unless otherwise specified in the Scope of Work.
- c. Graphic Record Alternative: With respect to models and certain published maps and plans, such as maps and plans which are colored or are too large to fold compactly, it is required only that photographs or photostats of each (in color or black and white), whichever is necessary to show the content of the map, (and at least 8" x 10" in size) be submitted as the graphic record for the project. Each such photograph or photostat shall be legibly identified as to the grant number, title and scale of the original document, the municipality, or area covered, and the report or study to which it relates, and shall contain a notation of the place where the original is located.
- d. Transmittal of Maps, Plans, Etc.: The project title, the grant number, the municipality or county, and the report or study to which each map and plan relates shall be indicated on the outside top fold of such map and plan, and all maps and plans transmitted shall be folded to the size of the report project.

8. Access to Records and Right to Audit

- a. The Recipient agrees that the Comptroller General of the United States or any of his duly authorized representatives and the Secretary of Commerce or any of his duly authorized representatives shall, until the expiration of three (3) years after expenditure of funds under this grant, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Recipient involving transactions related to this grant. The Recipient agrees to include the substance of this paragraph into all grants and subcontracts payable from contract funds in whole or in part.
- b. The Recipient agrees that payment(s) made under this grant shall be subject to reduction for amount charged thereto which are found after audit examination not to constitute allowable costs under this grant. The Recipient

shall refund by check payable to the Department the amount of such reduction of payments under completed or terminated grants.

9. **Maintenance of Records:** All required records shall be maintained until a federal audit is completed and all questions arising therefrom are resolved, or three (3) years after completion of a project, whichever is sooner.
10. **Refund of Payment:** If, through any cause, the National Oceanic and Atmospheric Administration (NOAA) disallows reimbursement to the Department for failure to fulfill the grant or stipulations of this grant, the Recipient will reimburse the Department to proportionate amount of the federal share of the total grant funds paid by the Department to the Recipient through this grant, or that portion thereof constituting NOAA reimbursement of state grant funding under the terms of this grant.
11. **Officials Not to Benefit:** No member of or delegate to the Congress of the United States, or resident Commissioner, shall be admitted to any share or part of this grant or to any benefit that may arise therefrom.
12. **Government Debarment and Suspension:**
 - a. This agreement is subject to Federal Executive Order 12549, "Debarment and Suspension," and 15 CFR Part 26, "Governmentwide Debarment and Suspension (Nonprocurement)." Unless authorized by the Department in writing, a person (as defined at 15 CFR Part 26.105(n)) who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities except to the extent prohibited by law or authorized by the U.S. Department of Commerce.
 - b. Unless the U.S. Department of Commerce authorizes in writing an exception in accordance with 15 CFR Parts 26.215, 26.220, and/or 26.625, the Recipient shall not knowingly do business under this agreement with a person who is debarred or suspended, or with a person who is ineligible for or voluntarily excluded from that agreement. The Recipient shall not renew or extend a subaward (other than no-cost time extensions) with any person who is debarred, suspended, ineligible, or voluntarily excluded, except as provided in 15 CFR Part 26.215.
 - c. Each applicant/bidder for an award/subaward must file Form CD-512 "Certifications Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions and Lobbying," without modification, at the time of application/bid (except subcontracts for goods or services under the \$25,000 small purchase threshold unless the award/subaward Recipient will have a critical influence on or substantive control over the award). Applicants/bidders should review the instructions for certification included in the regulations before completing the certification. The prospective participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when

submitted or has become erroneous by reason of changed circumstances. Certifications shall be submitted to the Department of Ecology.

13. **Restrictions on Lobbying:** Each bidder/applicant/recipient/ subrecipient of this agreement is generally prohibited from using Federal funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with this award. This agreement is subject to Section 319 of Public Law 101-121, which added Section 1352, regarding lobbying restrictions, to Chapter 13 of Title 31 of the United States Code. The new section is explained in the common rule, 15 CFR Part 28 (55 FR 6736-6748, 2/26/90).

B. Ecology Provisions

1. **Administrative Guidelines:** The Recipient shall comply with the Department's current edition of "Administrative Requirements for Ecology Grants and Loans", publication number 91-18. The Recipient shall be responsible for maintaining appropriate financial records throughout the life of the project and in accordance with these guidelines.
2. **Project Completion:** Successful project completion includes Ecology's receipt of all administrative paperwork by the Recipient including:
 - Semi-annual progress reports for each quarter
 - Semi-annual or quarterly payment requests for each quarter
 - Final product(s) and report (the final report can be substituted for the final progress report)
 - Office of Minority and Women Business Enterprises' (OMWBE) "Sworn State of Compliance" and "Contractor Participation Report"
 - "Certifications Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions and Lobbying", Federal form CD-512
3. **Amendments:** A letter amendment is a written request by the Recipient to change the Recipient's project coordinator . A formal amendment, signed by both parties, is required for a change to the scope of work or an increase to the total eligible project cost.
4. **Reimbursement:** Grants are awarded on a reimbursable basis. The Recipient initially pays project costs in full. Upon presentation of a billing to the Department, the DEPARTMENT's share of the project is reimbursed to the Recipient.
5. **Payment Requests:** Requests for reimbursement are submitted semi-annually or quarterly but not more than once per month by the recipient on state invoice voucher forms (A-19-1A) provided by the Department. All requests for payment need to be consistent with the budget as listed in the grant agreement.

Each request for payment must include supporting documentation provided to the Department on Form A, "Invoice Voucher", Form B "Running Budget Summary", and Form C: "Voucher Support". All expenses in each task shall be grouped together and subtotaled.

NOTE: CZM grants are subject to the current version of the "Administrative Requirements for Ecology Grants and Loans" (Yellow Book), publication number 91-18 which is available on-line:

Yellow Book - <http://www.ecy.wa.gov/biblio/91018.html>
Invoice Forms - <http://www.ecy.wa.gov/biblio/91018A.html>

Complete backup documents (to include but not limited to all invoiced costs, time sheets (signed by both the staff person AND supervisor), contributed services, etc.) **MUST** be maintained by the Recipient for a period of three years after project completion and made available at any time for inspection by the Department. Payment Requests must be accompanied by commensurate progress reports.

Final payment requests must reflect June 15 as the completion date. However, the final payment request is due on July 8 or the date as designated by the Washington Office of Financial Management (OFM). The Recipient will be notified in writing of this date by the Department.

6. Semi-annual Progress Reporting

Semi-annual reporting requirements begin on the effective date the agreement. Reports cover the following periods:

DATE DUE

Initial Report	July 1 through December 31	January 20, 2003
Final Report	April 1 through June 30	June 30, 2003

Final Payment Request

July 8, 2003

For timely preparation and review, semi-annual reports need to convey essential information in a simple, concise manner through the use of bulleted summary statements, lists, and tables and include the following:

- a. A description of work performed during the quarter including a description of issues on fisheries resources
- b. Status of project schedule
- c. Financial and funds disbursement status
- d. Personnel changes
- e. Any difficulties encountered during the quarter
- f. Anticipated (environmental, recreational, etc.) benefits of the project

*The Project Completion Report can take the place of the final quarter report but must be submitted by June 30, 2003. The purpose of this report is to document BY TASK that all aspects of the project have been completed. A

satisfactory completion report with one copy (or the number specified in the scope of work), plus other documentation as previously listed under paragraph 2 "Project Completion" under Ecology Provisions is required for submittal to the Department for final payment.

A progress report form is available on line at:
www.ecy.wa.gov/programs/sea/grants/czm/progressform.doc

7. **Minority and Women's Business Participation:** The RECIPIENT agrees to solicit and recruit, to the maximum extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated after the effective date of this Agreement.

In the absence of more stringent goals established by the RECIPIENT's jurisdiction, the RECIPIENT agrees to utilize the DEPARTMENT'S goals for minority- and women-owned business participation in all bid packages, request for proposals, and purchase orders. These goals are expressed as a percentage of the total dollars available for the purchase or contract and are as follows:

Construction/Public Works	10% MBE	6%WBE
Architecture/Engineering	10% MBE	6%WBE
Purchased Goods	8% MBE	4%WBE
Purchased Services	10% MBE	4%WBE
Professional Services	10% MBE	4%WBE

Meeting these goals is voluntary and no contract award or rejection shall be made based on achievement or non-achievement of the goals. Achievement of the goals is encouraged, however, and the RECIPIENT and ALL prospective bidders or persons submitting qualifications shall take the following affirmative steps in any procurement initiated after the effective date of this Agreement:

- a. Include qualified minority and women's businesses on solicitation lists.
- b. Assure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies.
- c. Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- d. Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- e. Use the services and assistance of the State Office of Minority and Women's Business Enterprises (OMWBE) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

By signing this Agreement, the RECIPIENT certifies that the above steps were, or will be followed. Any contractor engaged by the RECIPIENT under this agreement shall be required to follow the above five affirmative steps in the award of any subcontract(s).

The RECIPIENT shall report to the DEPARTMENT at the time of submitting each invoice, on forms provided by the DEPARTMENT, payments made to qualified firms. The report will address:

- a. Name and state OMWBE certification number of any qualified firm receiving funds under the voucher, including any sub-and/or sub-subcontractors.
- b. The total dollar amount paid to qualified firms under this invoice

8. Failure To Commence Work: This grant awarded under the Coastal Zone Management Program will automatically be considered viable up to February 1, 2003. If the grant agreement has not been duly executed (signed by both parties) by February 1, 2003 and a good faith effort demonstrated towards meeting project goals (documented through semi-annual progress reports), the grant award may be rescinded at Ecology's discretion and funds reprogrammed to other jurisdictions.

9. All Writings Contained Herein: This agreement, the appended "General Terms and Conditions", and the DEPARTMENT'S current edition of "Administrative Requirements for Ecology Grants and Loans", contains the entire understanding between the parties, and there are no other understandings or representations except those set forth or incorporated by reference herein. No subsequent modification(s) or amendment(s) of this agreement shall be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and DEPARTMENT, and made a part of this agreement.